

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

22 January 1963

MEMORANDUM FOR: Deputy Director of Security (PPS)

SUBJECT : Loss of Agency Material

REFERENCE : Your memo dated 11 January 1963; same subject

1. The Report of Investigation forwarded with reference regarding the loss of Agency classified material in the U.S. Postal System has been brought to the attention of the Chief Document Division, who has taken the below listed steps to preclude the occurrence of additional incidents of this nature.

2. (1) The direct supervision and responsibility for dispatching mail has been reassigned to the Chief, Distribution Unit, who is close to the dispatch point. (2) A specific point has been established for material to be placed prior to wrapping for transmission. (3) A double check is being made of all material to be wrapped to insure the separation of classified and unclassified material. (4) All packages whether or not classified must be limited in size, wrapped, and tied or taped securely to withstand rough handling. (5) The individuals concerned have been reinstructed in their specific responsibilities in these matters.

PAUL A. BOREL
Assistant Director
Central Reference

